



**Downtown Glendale Association
Executive Committee Meeting
Wednesday May 4th, 2022 – 9:00 a.m.
Zoom Video Conference
www.downtownglendale.com**

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

Absent: None

Guests: None

Staff: Marco Li Mandri and Ryan/NCA, Nick Lemmo/DMS

Minutes:

<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
1. Introductions	President, Rick Lemmo called the meeting to order at 9:00 am. Introductions were completed. This was a Zoom meeting due to the COVID shelter in place requirements. Everyone was on video for the meeting, consistent with the Brown Act rules.	No Action Taken
2. Approval of Executive Minutes from the February 23RD, 2022 Meeting	Rick asked the Executive Committee to review the February 23 rd , 2022 minutes.	Randy moved and Helen seconded a motion to approve the February 23rd, 2022 minutes. The motion was approved unanimously.
3. Approval of AB 361 allowing us to continue to meet virtually	Marco explained AB361. It was discussed that The Executive Committee would reconsider the circumstances of the state of emergency with the COVID variants.	Helen moved and Raul seconded the motion to continue using virtual meetings for all

**Rick Lemmo, President / Government Relations • Raul Porto, Vice President
Randy Stevenson, Vice President • Helen McDonagh, Secretary / Treasurer
Steven Sayers • Bradley Calvert**

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	Zoom provides a safe atmosphere to meet and allows measures to promote social distancing. Public comment is allowed and can be easily accommodated with Zoom. Approving this motion will allow for Zoom, In person, or a hybrid format.	meetings held by the Downtown Glendale Association out of caution. This would also be revisited at the next meeting. The motion was approved unanimously.
4. Public Comments and Announcements	Rick opened the floor for public comments and announcements.	No Action Taken
5. City update on current projects	Rick explained that City staff is working on the design and implementation of the parklets. They will be affordable and beautiful. They are up and running in Montrose and he expects them to be open in Glendale during summer.	No Action Taken
6. Committee Reports		
Executive Committee	Rick and Marco went through the following items:	
a. YTD Rough Draft Budget review for FY 22	Marco reviewed the budget and the collected assessment amounts so far. Marco reviewed all categories and everything is under budget. He expects another installation payment soon from the April assessment payments. If the DISI funds are not spent because of COVID they may need to carry them forward to be spent next fiscal year. They want to make sure it is spent wisely and to consider the pandemic.	No Action Taken
b. Board authorizing review of the Board composition in expanding seats for tenants	Rick explained this is a property funded district; however, tenants should have representation. Comments followed, maybe adding one more tenant seat to the Board. Randy will look at the North to see if he can recommend anyone. The tenant success usually results in the property owner success. Everyone who is on the Board must serve on a committee first.	Rick moved and Helen seconded a motion for Staff to examine bylaws to broaden the Board balance of tenants and property owners. Staff will review and submit bylaws before the next meeting. The motion was

		approved unanimously.
DISI Committee	Helen went through the following items:	
a. Events for 2022	Helen announced that Cruise Night will be Saturday, July 16 th . If the DGA sponsors the event, the logo needs to be on all promised locations. It was discussed that the Board should combine the sponsorship for Cruise Night and Tech week.	Rick moved and Helen seconded a motion to recommend to the Board that Rick works out the details between the city for sponsorship and not to exceed \$15,000 plus banners for tech week. The motion was approved unanimously.
b. Reconstitute Committee	Helen explained they held a DISI meeting and had hotel employees contribute.	No Action Taken
c. Authorize staff to issue RFP based upon the DISI Budget	Helen explained that an events coordinator can help with International Women's Day and other downtown events. It would be great to do a Taste Downtown Glendale, Run, or other events.	Rick moved and Helen seconded a motion to recommend to the Board that Rick and Marco create and issue an RFP to hire an events coordinator. The motion was approved unanimously.
SOBO Committee	Randy went through the following items:	
a. Report from DMS	<p>a. Staff reviewed the need to purchase new ash trays to replace old broken ones.</p> <p>b. Staff reviewed the need to purchase a pressure washer and trailer.</p> <p>c. Staff reviewed the need to purchase six more trash receptacles.</p>	Randy moved and Raul seconded the motion to recommend to the Board that funds be allocated to capital improvements to purchase the requested cigarette ash trays, pressure washer, and trash receptacles. The motion was

		approved unanimously.
b. Bridge link project	Marco explained that staff should work the bridge link details out with City staff. The City acquisition of capital improvements and placement and GDGA to provide maintenance and watering services. This will be discussed further at the Board meeting.	No Action Taken
c. Other	Staff explained that Dodge Ram Truck needs repairs that are expected to cost around \$7,000. The other option is to trade the truck in and purchase a new truck.	The Executive Committee by consensus stated that to resolve the issue, it would be better to trade in the old truck and purchase a new one.
7. Other	Rick opened up for any other items or discussions.	No Action Taken
8. Next Executive Committee Meeting	The next Executive Committee meeting will be on July 13 th , 2022 at 9am. It will most likely be a hybrid style meeting.	No Action Taken
9. Adjournment	The meeting was adjourned.	

Minutes taken by Ryan Huffman, Staff/New City America