



**Downtown Glendale Association  
Executive Committee Meeting  
Wednesday, October 5<sup>th</sup>, 2022 – 9:00 a.m.  
100 N. Brand Blvd, 6<sup>th</sup> Floor Conference Room  
Glendale, Ca 91203  
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>
<b>1. Introductions</b>	President, Rick Lemmo called the meeting to order at 9:00 am. Introductions were completed. This was a hybrid / Zoom meeting due to the COVID shelter in place requirements. Everyone was in person or on video for the meeting, consistent with the Brown Act rules.	<b>No Action Taken</b>
<b>2. a. Approval of July 13th, 2022 Executive Committee Minutes</b>	a. Rick asked the Executive Committee to review the July 13th, 2022 Executive Committee Minutes.	<b>a. Randy moved and Helen seconded the motion to approve the July 13<sup>th</sup>, 2022 minutes. The motion was approved unanimously.</b>
<b>b. Approval of August 31st, 2022 Executive</b>	b. Rick asked the Executive Committee to review the August 31st, 2022 Executive Committee Minutes.	<b>b. Helen moved and Randy seconded the motion to approve the August 31<sup>st</sup>, 2022</b>

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

<b>Committee Minutes</b>		<b>minutes. The motion was approved unanimously.</b>
<b>3. Approval of continuing to meet virtually, AB 361</b>	Marco explained the Governors AB361 which allows provisions to the Brown Act during the pandemic to meet virtually with the public. Because of the health hazards, coming out of the pandemic still it was discussed to continue meeting virtually. Also, it was discussed to book the conference room and all that feel safe should meet in person for the next meeting.	<b>Helen moved and Randy seconded a motion to continue to meet virtually and review again at the next Executive Committee meeting. The motion was approved unanimously.</b>
<b>4. Public Comments and Announcements</b>	Rick opened the floor for public comments and announcements.	<b>No Action Taken</b>
<b>5. Committee Reports</b>		
<b>Executive Committee</b>	Rick and Marco went through the following items:	
<b>a. Letter regarding 8f Zoning code &amp; process changes, Sent to City Council Meeting August 23</b>	Rick reviewed the letter sent to city council with the Executive Committee.	<b>No Action Taken</b>
<b>b. Set 2022 annual meeting</b>	The annual meeting was set for November 30 <sup>th</sup> , 2022 at 10am. It will hopefully be an in-person meeting. Zoom link will be provided to allow for those who don't feel safe to attend.	<b>Rick moved and Helen seconded the motion to set the annual meeting for November 30<sup>th</sup> at 10am via a hybrid format.</b>
<b>c. Helen McDonagh resignation</b>	Rick announced that Helen withdrew her resignation from the Executive Committee. She will also be staying on the Board of Directors and as the DISI Committee Chair.	<b>No Action Taken</b>
<b>d. Appointment of Judee Kendall to the Board</b>	Rick announced that he would like to recommend to the Board of Directors to appoint Judee Kendall to the Board of Directors. She works for the Glendale Chamber of Commerce and it will be a great addition if approved to the Board of Directors.	<b>Rick moved and Randy seconded a motion to recommend to the Board of Directors to appoint Judee Kendal to the Board of Directors.</b>

<p><b>e. YTD Rough Draft Budget review for FY 22</b></p>	<p>Marco reviewed the budget, the collected assessments, and carry forward. Marco reviewed the ADMIN, DISI, and SOBO categories. There is a about a 70k assessment short fall and Marco will work with his office to determine who hasn't paid. Marco will also be presenting the next fiscal year budget at the November 30<sup>th</sup> annual meeting.</p> <p>Helen asked for a spreadsheet at the next meeting of all companies that do monthly work for the association. This would include New City America, District Maintenance Services, Sedna Solutions, Mustang Marketing, and FUSE. Marco explained that all the company's original contracts are complete and they are on a month-to-month agreement right now.</p> <p>Rick would like to look at reviewing the month-to-month agreements and locking in three-year contacts with max % increases. Discussion followed.</p>	<p><b>No Action Taken</b></p>
<p><b>f. Bylaws amendment</b></p>	<p>Marco explained that staff drafted an updated bylaws that added the following: This Board tenant must be in good standing with its landlord to be eligible to be accepted to serve on the Board. This will allow the business tenant to follow the same standard as the property owner, as they have to be current on their assessments.</p>	<p><b>Randy moved and Helen seconded the motion to amend the bylaws; with the following statement: Any such business tenant must be in good standing with its landlord to be eligible to serve on the Board of Directors. The motion was approved unanimously.</b></p>
<p><b>DISI Committee</b></p>	<p>Helen went through the following items:</p>	
<p><b>a. Appoint new Chair, recommendation to the Board</b></p>	<p>Helen announced since she withdrew her resignation from the Board, she would continue to serve as the Chair of the DISI Committee.</p>	<p><b>No Action Taken.</b></p>
<p><b>b. Police Awards Luncheon 10/6/2022</b></p>	<p>The Glendale Police awards luncheon will be on 10/6/2022. The Executive Committee was invited to attend.</p>	<p><b>No Action Taken</b></p>
<p><b>c. International Women's Day, recommend Chair</b></p>	<p>Helen will be the Chair of the International Women's Day Festival</p>	<p><b>No Action Taken</b></p>

<b>SOBO Committee</b>	Randy went through the following items:	
<b>a. Update from DMS</b>	Staff quickly reviewed that they installed six more trash cans in the district. Also, the homeless has been an increased issue for the Ambassadors.	<b>No Action Taken</b>
<b>6. Next Executive Committee Meeting</b>	The next Executive Committee meeting will be on November 30 <sup>th</sup> at 9am. It will be a hybrid Zoom and in-person meeting at 100 N. Brand Blvd, 6 <sup>th</sup> floor conference room.	<b>No Action Taken</b>

**Minutes taken by Ryan, Staff/New City America**