



**Downtown Glendale Association
Executive Committee Meeting
Wednesday, October 5th, 2022- 9:00 a.m.
100 N. Brand Blvd., 6th Floor Conference Room
Glendale, CA 92013**

Zoom Call, Video Conference Call

**For information related to access to this call, please call the Greater
Downtown Glendale office at (818) 476-0121**

**Special Meeting of the Board held under the Governors COVID
Executive Order Relating to Meetings Under the Brown Act**

TEMPORARY MODIFICATIONS TO THE BROWN ACT DUE TO COVID-19:

Based on current COVID-19 directives and mandates, Governor Newsom has modified and suspended some of The Brown Act requirements temporarily. For a list of the items that Governor Newsom has modified or suspended, please see attached.

AGENDA

1. **Introductions – President Rick Lemmo**
2. **Approval of July 13th, 2022 Executive Committee Minutes** *Action Item*
Approval of August 31st, 2022 Executive Committee Minutes *Action Item*
3. **Approval of continuing to meet virtually, AB 361** *Action Item*
4. **Announcements, public comment (two minutes per speaker)**
5. **Committee reports**
(Executive Committee) – Rick Lemmo
 - a. Letter regarding 8f Zoning code & process changes, Sent to City Council Meeting August 23
 - b. Set 2022 annual meeting *Action Item*
 - c. Helen McDonagh resignation
 - d. Appointment of Judee Kendell to the Board *Action Item*

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

**100 N. Brand Boulevard • Suite 508 • Glendale, CA 91203
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- e. YTD Budget Review
- f. Bylaws amendment

Action Item

(DISI Committee)

- a. Appoint new Chair, recommendation to the Board
- b. Police Awards Luncheon 10/6/2022
- c. International Women's Day, recommend Chair

Action Item

(SOBO) Randy Stevenson

- a. Update from DMS

6. Next Exec Committee meeting:

BROWN ACT: Government Code 54950 (The Brown Act) requires that a brief description of each item to be transacted or discussed be posted at least 72 hours prior to a regular meeting. The Corporation posts all Board and Committee agendas at the meeting room door as well as the DGA office door. Action may not be taken on items not identified as such and posted on the agenda. Meeting facilities may be accessible to persons with disabilities. If you require special assistance to participate in the meeting, notify Ryan Huffman at 818 476-0120 x 420 at least 48 hours prior to the meeting



**Downtown Glendale Association
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Wednesday July 13th, 2022 – 9:00 a.m.
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Glendale, Ca 91203
Zoom Video Conference
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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 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.	No Action Taken
2. Approval of May 4th, 2022 Executive Committee Minutes	Rick asked the Executive Committee to review the May 4 th , 2022 Executive Committee minutes.	Randy moved and Raul seconded a motion to approve the May 4th, 2022 minutes. The motion was approved unanimously.
3. Approval of AB 361 allowing	Marco explained the Governors AB361 which allows provisions to the Brown Act	Helen moved and Randy seconded a

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us to continue to meet virtually	during the pandemic to meet virtually with the public. Because of the health hazards, new variant, and LA County considering to implement masking in doors again, it was discussed to continue meeting virtually.	motion to continue to meet virtually and review again at the next Executive Committee meeting. The motion was approved unanimously.
4. Public Comments and Announcements	Rick opened the floor for public comments and announcements.	No Action Taken
5. 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, the collected assessments, and carry forward. Marco reviewed the ADMIN, DISI, and SOBO categories. Randy discussed moving \$50,000 from contingency to capital improvements to cover the purchase of the new truck, ash trays, trash cans, pressure washer, and any other capital improvements that were needed. It was also discussed to make sure the purchased items are added as assets and accounted for on the balance sheet.	Randy moved and Raul seconded the motion to transfer \$50,000 from contingency line item to capital improvements line item. The motion was approved unanimously.
b. Update on amendment to bylaws, see attached (Article VIII, Section 1)	Marco explained that Staff will be drafting an amendment to the bylaws to state that business tenant Board Members shall be in good standing with their landlord just like the property owners must be in good standing on assessment payments. This item will be brought up again at the next Executive Committee meeting as an action item to review the changes.	No Action Taken
c. Other	Rick opened the floor for any other comments or questions. 1. Marco stated staff will email out the taxes from last year and they will be posted to the website.	No Action Taken
DISI Committee	Helen went through the following items:	
a. RFP responses to the solicitation	Marco explained he posted the RFP for an event coordinator to the international district RFP solicitation website. The	Helen moved and Rick seconded a motion to recommend to the

to do Event planning	committee reviewed all four who responded and narrowed it down to FUSE from San Diego and Glendale Arts from Glendale. Discussion followed.	Board of Directors for Rick, Helen, and Marco to interview both organizations and allow Executive to make the decision. The motion was approved unanimously.
b. Creation of International Professional Women's Day Task Force, set first meeting	Helen explained they will start to form the Task force at a later meeting.	No Action Taken
c. Proposal for underwriting Film Festival	Helen reviewed the film festival sponsorship request from Glendale Arts. Rick recommended setting aside \$2,500 but not paying anything until they reached \$50,000 in kind donations. They need to have the financial backing to carry out the film festival. It is a first-time film festival with no guaranteed back from the city so far. Helen suggested sponsoring at a higher level and the positive impact that a film festival could have on the district. Discussion followed.	Rick moved and Helen seconded a motion to recommended to the Board of Directors to set aside \$5,000 or \$10,000 contribution to help the film festival but only after they reach \$50,000 in cash donations and the Board checks to determine how they will get to \$100,000. The motion was approved unanimously.
SOBO Committee	Randy went through the following items:	
a. Report from DMS	Randy explained Staff would give an update at the Board Meeting.	No Action Taken
b. Other	Rick opened the floor for any other comments or concerns.	No Action Taken
6. Next Executive Committee Meeting	The next Executive Committee meeting will be decided at the Board Meeting.	No Action Taken

Minutes taken by Ryan, Staff/New City America



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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 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.	No Action Taken
2. Approval of AB 361 allowing us to continue to meet virtually	Marco explained the Governors AB361 which allows provisions to the Brown Act during the pandemic to meet virtually with the public.	Randy moved and Raul seconded a motion to continue to meet virtually and review again at the next Executive Committee meeting. The motion was

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		approved unanimously.
3. Public Comments and Announcements	Rick opened the floor for public comments and announcements.	No Action Taken
4. Recommendation on Events Company RFP responses a. FUSE b. Glendale Arts	<p>Marco explained that Helen, Rick, and Marco interviewed both Glendale Arts and Fuse in response to the RFP to hire an events coordinator. The Board of Directors moved at the last Board meeting to allow the Executive Committee to hire the company after the interview was completed. Discussion followed to include: Helen explained that Fuse had experience but its market was in San Diego. They lacked the relationships that are local to the district and Glendale. Glendale Arts has the relationships, is in the district, and has already put on events in Glendale. Helen was leaning towards selecting Glendale Arts. Glendale Arts will still produce events like the Taste, Film Festival, and Open Arts and Music Festival.</p> <p>Rick stated that Fuse is a turn key operation and could potentially secure an office space in Glendale if needed for relatively low cost. Fuse can set up websites, sell tickets, create logos, and will split profit with the district. They really only make a profit if they are successful. It is also important that they are an established events company and can maintain a good relationship with the city.</p> <p>Marco reviewed the financials of each company and the profit-sharing idea from Fuse. Marco also said all contracts will have a 30 or 60 day no penalty or financial cost escape clause. The district just has to provide written notice and can cancel the contract.</p> <p>Raul stated that he wanted a company who would stay for a while, drive people to the district, and be able to adapt to the changing times of technology and life. The company needed to be able to pivot, create, and adapt. He also stated that the</p>	Rick moved and Raul seconded the motion to select Fuse as the events coordinator company for the GDGA, with the provision to add the escape clause in the contract. Rick and Marco will work on executing the contract with Fuse and Rick will update the Executive Committee. Rick, Raul, and Randy approved; Helen voted no. The motion passed, 3-1.

	<p>district should still continue the relationship with Glendale Arts and collaborate on ideas that will better the district.</p> <p>Randy liked the idea of corporate connections and an events company that will be trying to make a profit. The district has so much to bring and offer to a company that can utilize all its resources.</p>	
6. Next Executive Committee Meeting	<p>The next Executive Committee meeting will be October 5th, at 9:00am.</p>	No Action Taken

Minutes taken by Ryan, Staff/New City America

**ARTICLE VIII
DIRECTORS**

Section 1: Number and Qualifications and Terms.

- a. *Authorized Number.* The authorized number of Directors of the corporation shall not be less than five (5) and more than thirteen (13). The exact number of Directors shall be fixed from time to time, within the limits specified in this Article VIII, Section 1, by the Board of Directors.
- b. *Director Board Composition:*
- (1) Any Property Owner shall be entitled to nominate one (1) nominee which may include that owner of record or an authorized representative, in accordance with Article VIII, Section 1, for the Board to consider electing as a Director at the annual Election Meeting.
 - (2) Of the authorized number of Directors, a minimum of sixty six per cent (66%) shall be Property Owners within the District. However, at all times, there shall be a minimum one business tenant, who does not own property in the district, who shall be a voting member of the Board. *This Board tenant must be in good standing with its landlord to be eligible to be accepted to serve on the Board.*
 - (3) All remaining Directors shall be referred to as "Community Directors". Community Directors may be Business Tenants, or Community at Large Representatives, *provided* that at all times from and after the date the District is established at least one (1) Community Director should be a non-property owning Business Tenant.
- c. *Term.* The term of office of each Director of the Corporation shall be two (2) years and until his or her successor has been elected and qualified. The Directors may be elected at any meeting of the Board. Each Director, including a Director elected to fill a vacancy, shall hold office until the expiration of the term for which he or she was elected and until a successor has been elected and qualified. A Director may succeed himself or herself in office.
- d. *No Limit on Term.* There shall be no limit to how many terms any individual may serve on the Board.

Section 2: Annual Election Meeting and Powers. The nominated Directors shall be elected by majority vote of the currently seated Board members, based upon the provisions stated in Article VIII, Section 1 at the Annual Election meeting of the Board. Subject to the provisions of the Code, the activities and affairs of the Corporation shall be managed and all corporate powers shall be exercised by or under the direction of the Board. The Board may delegate the management of the day-to-day operation of the business of the Corporation to a management company, committee (however composed), or other person, *provided* that the activities and affairs of the Corporation shall be managed and all corporate powers shall be exercised under the ultimate direction of the Board.



Mayor Kassakhian, City Council members,
City Manager & staff
613 East Broadway, Suite 200
Glendale, CA 91206

Re: Agenda item 8f Zoning code & process changes,
City Council Meeting August 23, 2022

Good evening Mayor, Council, City Manager & City Staff,

Hopefully you have enjoyed some relaxation this summer.

Please note that I am writing you on behalf of the Greater Downtown Glendale Association representing the businesses and property owners in our district. It is important to note that the property owners of the Greater Downtown Glendale Association have voted to assess ourselves in order to make the district cleaner, safer, more enjoyable and inviting to our Glendale residents and visitors to the Gem city.

Also, before continuing, congratulations to Bradley Calvert and the entire team in Community Development for truly listening, actually hearing and converting the comments of business in our community to proposed actions that provide you, our governing body, positive beginning steps to show that government can become more efficient and actually streamline the process by which homeowners and business can make changes and improvements that help us all.

Please let this correspondence serve as a strong voice of support for staff's recommended changes within the Planning Division. The overall review of staffing, staff assignments and implementation of an online permitting system have already shown positive impact. Now you have the opportunity to make important initial changes to our Zoning code. As virtually everyone has expressed over the more than 20 years I have been involved in Glendale, our Zoning code needs analysis and updating. All of the recommended updates this evening send very clear messages: Glendale Listens, Glendale Acts, Glendale is Open for Business and welcomes community improvement. Glendale is truly Business & Community Friendly!

Please vote in favor of supporting staff's recommendations in Agenda item 8f.

Thanks again for your service.

Best wishes,

Rick Lemmo
President
Greater Downtown Glendale Association

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Downtown Glendale Association
2022 DRAFT Budget 12/01/2021 - 11/30/2022

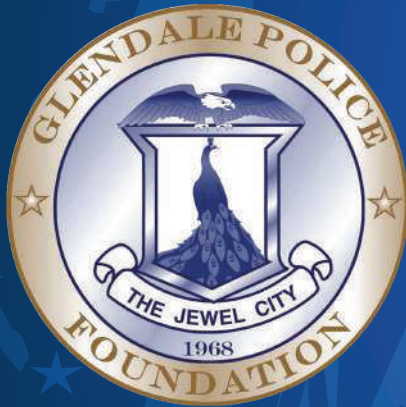
		<u>SEP 2022</u>	<u>Dec 1, 21' - Sep 30, 22'</u>	<u>Year-to-Date</u>	<u>Annual Budget</u>		
Income							
	Assessment Income	38,220.13	1,402,762.34	1,402,762.34		1,479,072.90	
	Carry Forward		479,144.60	479,144.60		479,144.60	
	Contingency						
	Non Assessment						
	Interest Income	0.00	297.90	297.90			
	Total	38,220.13	1,882,204.84	1,882,204.84		1,958,217.50	
Expense					Total		
Administration		SEP 2022	Actual YTD Spent	Projected YTD	% Spent Budget	Annual Budget	% Annual Budget
	Travel		0.00	0.00	0.00%	0.00	0.00%
	Telecommunications	488.25	5,189.83	6,666.67	64.87%	8,000.00	0.41%
	Staff Contract	18,750.00	187,500.00	187,500.00	83.33%	225,000.00	11.49%
	Printing & Copying		320.76	2,083.33	12.83%	2,500.00	0.13%
	Postage & Mail	48.00	159.90	833.33	15.99%	1,000.00	0.05%
	Office Supplies		239.79	2,500.00	7.99%	3,000.00	0.15%
	Memberships		19.99	416.67	4.00%	500.00	0.03%
	Insurance Liability		8,444.20	6,666.67	105.55%	8,000.00	0.41%
	Legal Fees		572.00	4,166.67	11.44%	5,000.00	0.26%
	Board Meetings		133.10	250.00	44.37%	300.00	0.02%
	Bank Charges		0.00	333.33	0.00%	400.00	0.02%
	Accounting Fees		6,200.00	6,250.00	82.67%	7,500.00	0.38%
	Admin - Misc.		10,000.00	12,500.00	76.92%	13,000.00	0.66%
	Total Administration	19,286.25	218,779.57	230,166.67	79.79%	274,200.00	14.00%
	Contingency		0.00	122,591.84	0.00%	147,110.21	7.51%
	Reserves		0.00	123,256.08	0.00%	147,907.29	7.55%
		0.00	0.00	245,847.92	0.00%	295,017.50	15.07%

DISI	SEP 2022	Actual YTD Spent	Projected YTD	% Spent Budget	Annual Budget	% Annual Budget
Business Attraction		0.00	0.00	0.00%	20,000.00	1.02%
Advertising	40.00	1,632.69	8,333.33	16.33%	10,000.00	0.51%
Annual Report		605.12	833.33	60.51%	1,000.00	0.05%
Banners		25,933.35	33,333.33	64.83%	40,000.00	2.04%
Glendale Arts Grant		0.00	0.00	0.00%	0.00	0.00%
Mobile App	200.00	2,000.00	2,500.00	66.67%	3,000.00	0.15%
Public Relations	3,000.00	30,000.00	33,333.33	75.00%	40,000.00	2.04%
Placemaking		0.00	41,666.67	0.00%	50,000.00	2.55%
Rent, Parking, Utilities	1,044.50	10,490.00	16,666.67	52.45%	20,000.00	1.02%
Seasonal Displays	570.72	2,551.58	91,666.67	2.32%	110,000.00	5.62%
Special Events		1,017.90	16,666.67	5.09%	20,000.00	1.02%
Chamber of Commerce		1,000.00	4,166.67	20.00%	5,000.00	0.26%
City Events		5,000.00	8,333.33	50.00%	10,000.00	0.51%
Jingle Bell Run		0.00	4,166.67	0.00%	5,000.00	0.26%
Taste of DT Glendale		0.00	0.00	0.00%	0.00	0.00%
International Women's Day		0.00	4,166.67	0.00%	5,000.00	0.26%
Special Projects		10,432.15	8,333.33		10,000.00	0.51%
Videos		0.00	0.00		0.00	0.00%
Website	400.00	4,000.00	5,000.00	66.67%	6,000.00	0.31%
Total DISI	5,255.22	94,662.79	279,166.67	26.67%	355,000.00	18.13%
SOBO						
Maint. Provider & Ops. Director	66,666.66	666,666.60	666,666.67	83.33%	800,000.00	40.85%
Rent, Parking, Utilities	2,258.20	23,172.69	25,000.00	77.24%	30,000.00	1.53%
Fuel	1,634.64	24,676.46	23,333.33	88.13%	28,000.00	1.43%
Public Space Maintenance	610.92	11,011.79	12,500.00	73.41%	15,000.00	0.77%
SOBO Misc.	344.72	15,345.84	15,000.00	95.91%	16,000.00	0.82%
Capital Improvements		64,616.05	62,500.00	86.15%	75,000.00	3.83%
Supplies	687.92	9,188.53	16,666.67	45.94%	20,000.00	1.02%
Uniforms	443.07	3,769.03	8,333.33	37.69%	10,000.00	0.51%
Ambassador Welfare	214.09	10,289.17	16,666.67	51.45%	20,000.00	1.02%
Truck / P.W. Maintenance	439.09	4,416.11	8,333.33	44.16%	10,000.00	0.51%
Automobile Insurance		6,871.00	8,333.33	68.71%	10,000.00	0.51%
Total SOBO	73,299.31	840,023.27	863,333.33	81.24%	1,034,000.00	52.80%
TOTAL EXPENSES	97,840.78	1,153,465.63	1,618,514.58	58.90%	1,958,217.50	100.00%

You're invited to the ...

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27th Annual Glendale Police Awards Luncheon



October 6th, 2022

11:00 am – 1:30 pm

Hilton Glendale, 100 West Glenoaks Blvd.
Glendale, CA 91202

This annual event recognizes and honors the accomplishments of Glendale Police Department employees and members of the community. The foundation will announce the Officer of the Year, Reserve Officer of the Year, Civilian Employee of the Year, Volunteer of the Year, and Community Service Awards.

For more information section, email awards@gpf.org,
visit www.gpf.org or call (818)374-7979

Luncheon tickets and sponsorship form attached





Installation of New Trash Cans



Wilson & Central



California & Central



Cental & Lexington



Columbus



Cental & Doran



Cental & Brand

