



**Downtown Glendale Association
Executive Committee Meeting
Wednesday, September 13th, 2023 – 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

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. Everyone was in person for the meeting, consistent with the Brown Act rules. Quorum was met.	No Action Taken
2. Approval of the June 13th, 2023, Executive Committee Minutes	The June 13 th Executive Committee meetings were reviewed.	Helen moved and Rick seconded the motion to approve the minutes. Raul abstained. The minutes were approved.
3. Public Comments and Announcements	Rick opened the floor for public comments and announcements. There was none.	No Action Taken

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

100 N. Brand Boulevard • Suite 508 • Glendale, CA 91203
Phone: 818.476.0121 • Fax: 818.484.2618 • Info@DowntownGlendale.com
www.DowntownGlendale.com • Facebook & Twitter: DWTNGlendale • #DWTNGlendale

4. City Update on current projects	Marco discussed the following updates on City of Glendale related projects:	
a. Project review work and have presentations on new developments and projects	Marco explained the Board of Directors should receive updates on projects that are happening within the district boundaries. Two projects that he would like an update on is the development at the corner of Orange and Brand and the old Sears building.	No Action Taken
b. Bridge link status	Bradley will be working with staff for the exact specifications of the planters.	No Action Taken
c. Tech Week	Marco announced Tech Week was currently happening and Rick will be attending the closing event. Rick also completed a video with Emma and Ani that promoted the district.	No Action Taken
d. Artsakh update	Marco reviewed the city report that discussed City of Glendale Public Works put out an RFP for construction bids and expects to select a vendor in October. Public Works will attend a future GDGA meeting to review the project once the vendor has been selected.	No Action Taken
5. Committee Reports		
Executive Committee	Rick and Marco went through the following items:	
a. YTD Rough Draft Budget review for FY 23	Marco reviewed the budget, the collected assessments, and carry forward. Marco reviewed the ADMIN, DISI, and SOBO categories. The Board of Directors will review the budget. Marco explained that the district should have a carry forward for next year and will look at ways, post covid, to spend down the carry forward. A few different options were discussed; such as, having musicians at lunch, holiday displays, increased lighting, and focusing on attracting people to the district. Discussion followed.	Randy moved and Raul seconded the motion to approve the year-to-date rough draft fiscal year 2023 budget. The motion passed unanimously.
b. 3 Year contract including 30-day escape clause, 5% cap on contracts, due by all vendors by June 30th	Marco gave an update that Mustang Marketing, Sedna Solutions, New City America, and District Maintenance Services all responded and provided the 3-year contract acknowledgments. All companies agreed to the terms too.	No Action Taken

c. Add Craig Gorris from Brookfield to the Board of Directors	Rick explained that Craig Gorris replaced Steven Sayers as the General Manager at the Glendale Galleria. Craig would like to assume the Board of Directors and SOBO committee seat that Steven Sayers held.	Rick moved and Helen seconded the motion to recommend to the Board that Craig Gorris join the Board of Directors. The motion was approved unanimously.
d. Nominations Committee, selection of annual meeting date	Marco explained the annual nominations process and the need to select an annual meeting date.	Rick moved and Randy seconded the motion to recommend to the Board to select November 15th at 10:45am for the annual Board of Directors meeting date. The motion was approved unanimously.
DISI Committee	Helen and Marco went through the following items:	
a. Annual International Women’s Day Event, Setup taskforce by November	Helen explained the task force will need to start planning the event in November.	No Action Taken
b. Tech on Tap, Taste of Glendale	<p>a. The seventh annual Glendale Tech Week is taking place right now, it runs from the 12-14th of September. They have a panel, pitch festival, awards ceremony, and networking events. The GDGA also hung banners for the event.</p> <p>b. Marco explained FUSE is working on a Glendale eating event, and the GDGA needs to develop an event and run with it.</p>	No Action Taken
c. Fall displays, holiday decorations	Staff announced that the fall displays would be out for about 4 weeks in October and November. The pumpkins come in to stock at the end of the month. They will concentrate on high profile areas as the homeless and theft is a big issue.	No Action Taken

d. Sedna Solutions monthly price request	Sedna solutions is requesting a new monthly price of \$800. This is a \$200 increase and already fits in the approved budget.	Rick moved and Raul seconded the motion to recommend to the Board of Directors the approved price increase. The motion was approved unanimously.
SOBO Committee	Marco and Randy went through the following items:	
a. Report from DMS	Staff gave a brief update. The homeless is out of control and ambassadors have been assaulted.	No Action Taken
b. Other	Randy opened up for any other discussions or comments from staff regarding SOBO.	No Action Taken
6. Other	Rick opened up the floor for any additional questions of discussions. a. Rick asked Marco to design an updated logo. b. Marco discussed the possibility of stay away orders.	No Action Taken
7. Next Executive Committee Meeting	The next Executive Committee meeting will be at 10am on November 15 th , 2023.	No Action Taken

Minutes taken by Ryan, Staff/New City America