



**Downtown Glendale Association
Executive Committee Meeting**

**Wednesday, September 4th, 2024 - 9:00 a.m.
100 N. Brand Blvd., 6th Floor Conference Room
Glendale, CA 92013**

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

AGENDA

1. **Introductions – President Rick Lemmo**
 2. **Approval of June 18th, 2024 Executive Comm. Minutes** *Action Item*
 3. **Announcements, public comment**
 4. **City Update on current projects:**
 - a. Hand billing issues with the City
 - b. Bike Lane Response
 - c. City Efficiency Letter
 - d. Homeless issues and Sidewalk Vending
 5. **(Executive Committee)**
 - a. Nominations Task Force appointment *Action Item*
 - b. Set Annual Meeting Date *Action Item*
 - c. YTD Rough draft Budget review for FY 24 *Action Item*
 - d. Met with Police Chief on issues
 - e. Other
- (DISI Committee) – Helen McDonogh**
- a. International Film Festival Sponsorship *Action Item*
 - b. Tech Week Update and Sponsorship *Action Item*
 - c. Letter to Mustang Marketing
 - d. Social Media and Public Relations update – Sabrina
 - e. Website update – Sedna Solutions
 - f. Events Update – Angel City

**Rick Lemmo, President / Government Relations • Raul Porto, Vice President
Randy Stevenson, Vice President • Helen McDonogh, 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
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- g. Int. Women's Day Task Force

SOBO Committee – Randy Stevenson

- a. Report from DMS – Nick L
- b. Other

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*



██████████ 2024

To: Greater Downtown Glendale Community Benefit District (CBD) Property Owners

SUBJECT: Annual Nominations and Elections' Board Meeting for the Greater Downtown Glendale Association

Dear Greater Downtown Glendale Community Benefit District (CBD) Property Owner:

The Downtown Glendale Association is the public benefit, non-profit District Management Corporation which is under contract with the City of Glendale to disburse the revenues of the CBD on behalf of the property owners in the Greater Downtown Glendale Community Benefit District. The Association has been operating since the Fall of 2012 with a volunteer Board of Directors and officers.

This annual Board Nominations process is an open process and all interested property owners, who are current on their Greater Downtown Glendale CBD assessment payments are encouraged to participate.

Please keep in mind that in nominating yourself or others to the Board, this is a **working** Board of Directors. Volunteer Board members are required to:

1. Be current on the Greater Downtown Glendale CBD assessments for the most current fiscal year, (FY 23-24);
2. Actively participate in one of the Committees of the Board, (please see attached)
3. Help raise funds for the Board and its activities;
4. Support the goals and policies of the Board;
5. Attend all regular Board meetings;

We do not seek nominees to fill a seat; we seek active committed Downtown Glendale CBD property owners who seek to rapidly improve the commerce, image and amenities of Greater Downtown Glendale.

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Please take a moment to fill out the attached nominations form. You may nominate yourself to the Board.

Schedule for the 2024 Annual Greater Downtown Glendale Association Board Meeting:

Nomination Letters Distributed to Property Owners Week of [REDACTED], 2024

Nominations due to Nominations Committee: [REDACTED] 2024

Annual Elections Meeting Held: [REDACTED] 2024
[REDACTED] a.m. (in person)

The nominations are due in the Greater Downtown Glendale Association office at 100 N. Brand Blvd., Ste 508, Glendale, CA 91203 by Friday, [REDACTED] 2024 at 3:00 p.m. Nominations received after that date may not be considered for selection to the Board. Nominations may be dropped off, mailed, scanned and e-mailed or faxed to the office.

If you have any questions regarding this process, please call our Executive Director, Marco Li Mandri, at (818) 476-0121. Thank you for your ongoing efforts to improve Downtown Glendale District for everyone involved.

Sincerely

Helen McDonagh
Secretary
Greater Downtown Glendale Association

Rick Lemmo
President
Greater Downtown Glendale Association

Marco Li Mandri
Executive Director/Downtown Glendale Association

ATTACHMENTS

Greater Downtown Glendale Association (GDGA)
CBD Board of Directors
Committee Structure -2024

DGA Committee	Functions and Duties
Executive Committee Chair: Rick Lemmo, President of the Corporation	<p>Oversees staff and district consulting contracts, corporate finances, insurance, development of budget, Board agendas and meetings, correspondences, outreach, bylaws and Board policies, relations with the City Manager’s office, political reps and public agencies, Board elections, fundraising, oversees contract with the DGA, etc.</p> <p>Consists of all of the officers of the corporation.</p>
Sidewalk Operation, Beautification and Order (SOBO) Chair: Randy Stevenson	<p>Oversees maintenance service employees involved in the improvement of the public rights of way, including sidewalk sweeping, steam cleaning, landscaping. Coordinates with other office building and private security companies in the district.</p> <p>Relations with Glendale Police Dept, Homeless Providers</p>
District Identity and Marketing Chair: Helen McDonagh	<p>Projects would include those that market and promote the Downtown or promote positive aspects of the Downtown Glendale CBD.</p> <p>Those issues may include branding of the district, public relations, social media, underwriting special events, Website maintenance, banner program, seasonal displays, holiday decorations, visual linkages, new public spaces projects, improvements to public spaces in the district, district walking maps, brochures, twitter and Facebook management, etc.</p>
Land Use and Project Review Committee and Downtown Community Plan Update Chair: Rick Lemmo	<p>Planning, zoning, parking, parking enforcement, traffic calming, transportation, review of new mixed-use developments, review of new construction and its impact, street relationship, etc.</p>

Staff: Marco Li Mandri, Executive Director (New City America)
Ryan Huffman, Shirley Zawadzki, Laura Li Mandri, Monica Montes
Administration (New City America)



**Greater Downtown Glendale Association
Board of Directors Nomination Form – 2024
Due Friday, [REDACTED], 2024
2024 Annual Board Meeting
[REDACTED]
100 N. Brand Avenue, 6th Floor Conference Room**

Address of Property owned or represented: _____

Owner or Authorized Representative Name: _____
(Print)

Are you currently on the Board of Directors: Yes___ No___

Are you currently serving on a Committee of the Board? Yes___ No___

Do you support the goals of the Association to improve Downtown Glendale through the Greater Downtown Glendale Association? Yes___ No___

Would you like to nominate yourself to the Board for a property owner seat commencing December 2024 and serving for 2 years? Yes___ No___

Name of other nominee (accepted by nominee) _____

Your name (as owner or authorized representative): _____
(Sign name)

Date signed: _____

Eligibility verified/Assessments current (done by staff) _____

Please return by mail at the address listed below or scan the document and send to ryan@downtownglendale.com, or fax to: 818-484-2618

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